

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer**

Position: Program Specialist (Apprenticeship and Training) Labor Services) Series/Grade: GS-0301-13	Announcement No: ETA-04-154
	Opening Date: September 27, 2004
	Closing Date: October 6, 2004
Salary Range: \$72,108-\$93,742 (includes locality pay of 14.63%)	Number of Vacancies: One (1)
	Bargaining Unit: Inside – Local 12
Organizational/Geographic Location: Employment & Training Administration Office of Apprenticeship, Training, Employer and Labor Services Division of Program Administration and Management Services	Promotion Potential: None
	Civil Service Status Required: Yes
	Temporary Position: No - Permanent
	Part-time Position: No – Full-Time
Duty Station: Washington, DC	Area of Consideration: DOL-Wide (Status) Candidates throughout the Washington, DC Metro Area

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://www.doleta.gov/jobs/>.

Position Duties and Responsibilities:
<p>This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of Apprenticeship Training, Employer and Labor Services (OATELS), Division of Program Administration and Management Services. The Office is responsible for supporting the planning, development, and assessment of the effectiveness of OATELS' services related to the implementation of a national workforce system as it relates to apprenticeship services.</p> <p>The incumbent will serve as a technical liaison representative charged with conveying program requirements to those working in a technical environment. The incumbent will serve as a contact for information technology related inquiries from out-stationed OATELS staff centers or regional offices. The incumbent will generate management reports and capabilities of informational systems based upon in-depth knowledge of the principles, objectives and the application process operations and program data.</p> <p>The incumbent will provide and execute a wide range of program and technology related activities that typically extend and apply to the entire OATELS organization or major components of the organization. This includes serving as a bridge between OATELS program specific functions and functions performed by staff in the Office of Performance and Technology (PROTECH).</p> <p>The incumbent will conduct program evaluation and assessment and provide advice to management concerning program accomplishments and changing IT requirements. Develops recommendations for current information technology systems and application programs which will accommodate future changes.</p>

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

<p>Applicants must have one year (52 weeks) of specialized experience equivalent to the next lower grade level, GS-12, in the Federal service. Specialized experience is experience in or directly related to the line of work of the position to be filled, such as interpreting and applying program and IT requirements for OATELS programs, and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled (as listed in the above Duties and Responsibilities).</p> <p><u>Applicants must also meet time-in-grade requirements.</u></p>

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTORS LISTED BELOW. FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.

EVALUATION FACTORS: **Factors designated (H) are rated high.**

1. Demonstrated knowledge of functions, purposes, and practices of workforce development programs, such as apprenticeship, in order to convey program requirements. **(H)**
2. Demonstrated expert knowledge to serve in the following specialty area (e.g., applications system design or of general data processing covering a wide range of technology and systems applications.) **(M)**
3. Demonstrated experience as a technical liaison in an OATELS program office in order to integrate IT and OATELS program activities. **(H)**
4. Ability to evaluative methods and techniques relating to IT and program operational issues and substantive administrative support functions. **(H)**

HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

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<p>The following material is required if checked:</p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal.</p> <p><input type="checkbox"/> -- College transcript, if qualifying on education.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p> <p>Your job application will not be accepted 1) if it is submitted in a franked government agency envelope, 2) if it is faxed from a government facility, or 3) if it is emailed from a government email account, as this would be in violation of Federal law and regulation.</p>	<p><i>Mail your application to, or secure forms or information from:</i></p> <p>U.S. Department of Labor Employment and Training Administration Office of Human Resources 200 Constitution Avenue, NW, Room N-4656 Washington, DC 20210</p> <p>Attn: Kimberly Coleman Commercial: (202) 693-3922 Fax: (202) 693-3734 TTY: (202) 693-3924</p> <p>The area of consideration for this position has been limited to DOL-Wide (Status) Candidates throughout the Washington, DC Metro Area</p> <p>This position is Inside of the Bargaining Unit – Local 12.</p> <p>An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application <u>must be in the Office of Human Resources or be postmarked by the closing date of this announcement.</u></p>
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ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.